

EXAMPLE: LETTER FROM SELLER

Laura M. Crowder, Director
WV Department of Environmental Protection
Division of Air Quality
601 57th Street, SE
Charleston, WV 25304

**Re: Transfer of Permit(s)
Plant ID No.: (ID #)
Permit: (permit #)**

Dear Director:

By this letter, we are advising you that we, (company name), ('are in the process of selling' or 'have sold') the (facility name) located at (street/route no., city, state, zip code) to (new owner's name) effective (date) and will have no further responsibility for the operation of this facility after (date).

This source was granted a (Rule 13 Permit/ General Permit/ Title V Permit - to construct, Permit No. (permit #), by the Division of Air Quality on (date).

I certify that the above identified permitted facility is in compliance with all provisions and requirements of the referenced permit, and request that you acknowledge the transfer of this permit to the new owner and operator.

Also attached is a written agreement between (name of buyer) and (name of seller) reflecting the date of transfer of the permit and permit responsibility.

If you have any questions concerning this request, please contact the undersigned or (contact individual) of our company at (telephone & email address). (Name of contact) of (buying company should be contacted to provide any information needed from the new owner at (company address, telephone and email address).

Sincerely,

President or CEO of Company